

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 612-74

PAGE
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Division Of Occupational and Professional Licensing
Maryland Board of Landscape Architects

AGENCY		DIVISION
Item No.	Description	Retention
	<u>THIS SCHEDULE SUPERCEDES SCHEDULE NO. 612-69</u>	
1.	ALPHA MASTER FILE - This record contains some or all of the following: name, address, certificate number with date issued or registration number, change of name, date of examination, renewals if applicable, results of examination, date of death.	Retain permanently. Transfer periodically to State Archives.
2.	EXAMINATION APPLICATION FILE - This file contains records of applicants who did not successfully pass the examination and failed to request a re-examination for five years.	Retain records for 25 years after closing date, then destroy.
3.	GENERAL CORRESPONDENCE FILE - This file contains letters, reports, memoranda, telegrams, and miscellaneous material which reflect the routine operations of the Boards.	Retain records for three years after closing date, then destroy.
4.	COMPLAINT FILE - This file contains the original complaint form, investigative report, correspondence, charge letters, summonses, findings of fact, orders of the Board and other pertinent information of a closed case.	Retain records for five years after closing date, then destroy.
5.	MINUTES - This file contains the final version of the minutes of the meetings of the Board.	Retain records permanently until transferred to State Archives.
6.	REGISTER OF CORPORATIONS AND PARTNERSHIPS - This file contains records of corporations or partnerships who have not renewed for four years or two renewal periods.	Retain records for 25 years after closing date, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

9-789 *[Signature]* *[Signature]*
Date Signature Title

10/10/85 *[Signature]*
Date State Archivist